



# Community Service Grants

Fiscal Year 2021

# Agenda

- Purpose of the CSG Program
- Process and Timeline
- Eligibility and Reporting Requirements
- Sunset Policy
- Application Submission
- Questions

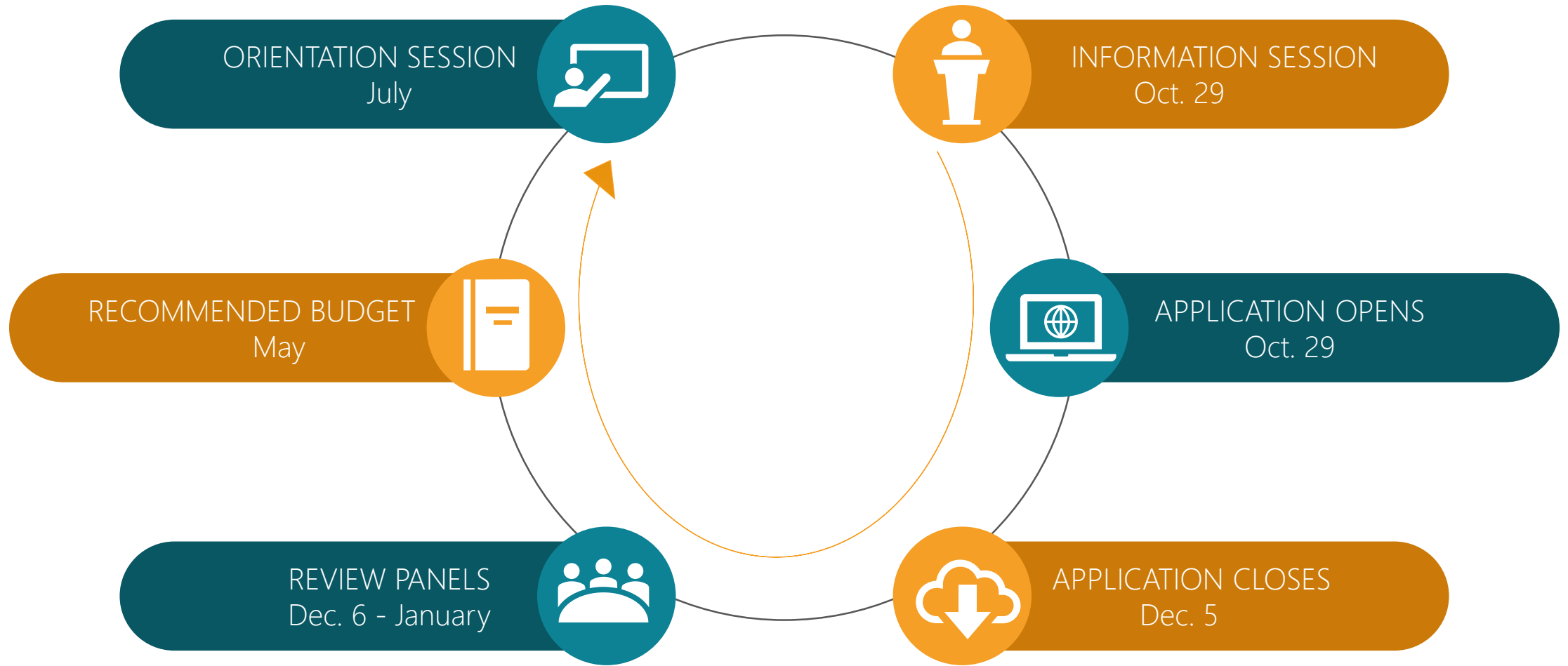


# Purpose



The Community Service Grants Program is an opportunity for Mecklenburg County to partner with nonprofit organizations to help meet the needs in our community.

# Process Summary



# ELIGIBILITY & REPORTING REQUIREMENTS

# Eligibility Criteria

- Serve the residents of Mecklenburg County
- Have a 501(c)3 nonprofit designation with the IRS
- Financial statements audited by an independent CPA
- Documentation supporting a diversified workforce
- Professional membership that supports organization's sustainability efforts
- Clearly contribute to one of the four goal areas
- Registered with the Secretary of State and listed as Current/Active
  - Check your status: [https://www.sosnc.gov/online\\_services/search/Business\\_Registration\\_Results](https://www.sosnc.gov/online_services/search/Business_Registration_Results)



# Audited Financials

- Financial Statements must be prepared in accordance with Generally Accepted Accounting Principles (GAAP) and audited by an independent CPA
  - CPA must issue a clean, unqualified opinion
  - Must include the Balance Sheet, Income Statement, and Statement of Cash Flows
  - Year-end date must be no more than 12 months prior to the beginning of the contract term; i.e., June 30, 2019 for the fiscal 2021 program
- FY2019 Audited Financial Statements are due by Wednesday, April 1, 2020



# Audited Financials

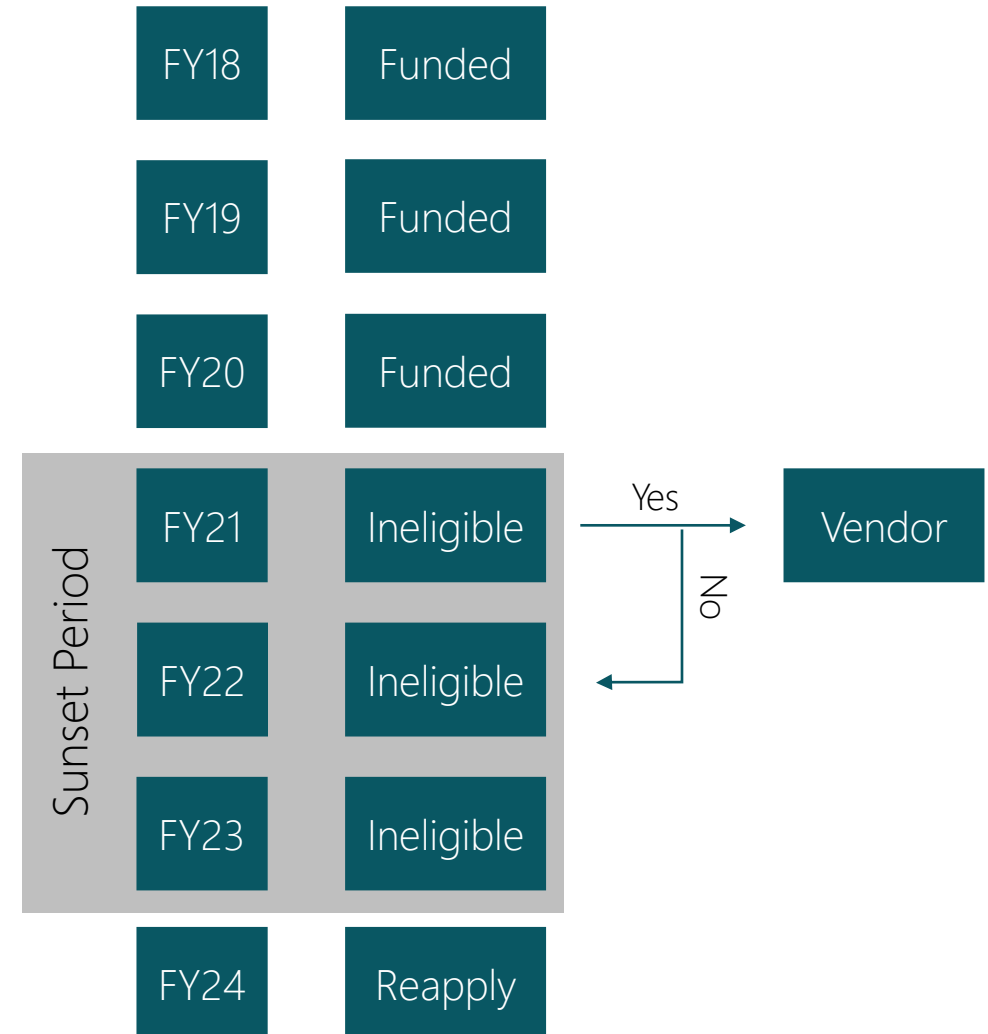
- Once we receive the audit, the County's Finance Department will evaluate the financial statements
  - Is there sufficient cash to cover your operations?
  - Are you operating on debt?
  - What is your funding dependence?
- Ultimately - Finance will recommend that the County should or should not enter into an agreement with the organization
- FY2019 Audited Financial Statements are due by Wednesday, April 1, 2020





# Sunset Policy

- Programs (not organizations) that are awarded funding for three consecutive fiscal years (FY18 – FY20) will be sunset from the program and, if an application is submitted for FY21, will be considered for a vendor relationship
- Sunset programs not selected to become a vendor must wait three consecutive fiscal years to apply for a Community Service Grant
- The County has transitioned 18 Community Service Grant recipients into vendor status



APPLICATION

APPLY  
<https://bit.ly/2JtwOil>  
(case sensitive)

## MECKLENBURG COUNTY | 2021 Community Service Grant Application

[Print](#)[Help](#)[Download](#)[Save](#)[Apply](#)

### Opportunity Information

Title Mecklenburg County | 2021 CSG Application

Description Thank you for your interest in applying for a Community Service Grant! Mecklenburg County utilizes CSG funds as an opportunity to partner with local nonprofit organizations to deliver services that align to the County's strategic goals. To determine whether your organization meets the minimum requirements, please scroll down and review the section titled Eligibility Information.

### Award Information

Start Date 7/1/2020

End Date 6/30/2021

### Eligibility Information

- |  |  |
|--|--|
| (1) Serve the residents of Mecklenburg County                        | (5) Financial statements audited by an independent CPA   |
| (2) 501 c3 non-profit classification with the IRS                    | (6) Clearly contribute to one of four goal areas         |
| (3) Documentation supporting a diversified workforce (EEO policy)    | (7) Current/Active status with the NC Secretary of State |
| (4) Professional membership to support organizational sustainability |  |

*Amplifund*

## Login

Email

Password

[Forgot your password?](#)

Register

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- |             |  |  |
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## Application Information

Application Name	ABC Charity
Amount of Award Requested	\$50,000

## Primary Contact Information

Name	Brandon Juhaish
Email Address	Brandon.Juhaish@MeckNC.gov
Address	600E. 4 <sup>th</sup> St. 11 <sup>th</sup> Floor
City	Charlotte
State	NC
Postal Code	28202
Phone Number	980.314.2913

Select First



Mark as Complete

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Name	Status
1. Proposal Cover Sheet	New
2. Service Summary	New
3. Required Documents	New
4. Program Narrative	New

Save & Continue



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## 1. Proposal Cover Sheet

Program Name

Organization

EIN (xx-xxxxxxx)

How many years as a nonprofit?

Grant Request

Director's Information

Director's Information

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Select First



Mark as Complete

Save & Continue

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## 2. Service Summary

### Funding Categories

Please select one of the following goal areas that your program best aligns:

### Goal Areas

- ☐ Connected Community: Services in the community that foster access to physical, social and information resources for all residents and visitors in our community
- ☐ Economic Opportunities: Services in the community that enhance the economic stability and success of our current and future residents
- ☐ Healthy Community: Services in the community that create a culture of health and wellness for our residents, customers and employees
- ☐ Safe Community: Services in the community that support the needs of individuals who come into contact with the criminal justice system

Select First



Mark as Complete

Save & Continue

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## 3. Required Documents

### Audited Financial Statements

Have your financial statements for fiscal/calendar year 2019 been audited by a CPA? Audits are due by Wednesday, April 1, 2020.

- ☐ Yes
- ☐ No. The audit will be available at a later date.
- ☐ No. We do not and will not have an audit.

### Other Documents

IRS Letter

Choose File

Workforce Representation

Choose File

Articles of Incorporation

Choose File

Salary Disclosure

Choose File

Select First

Mark as Complete

Save & Continue

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## 4. Program Narrative (7 Questions)

### Target Population and Service Geography

Describe the characteristics of the target population that will benefit directly from the service, as well as the location where services will be provided.

### Problem Statement

Describe the specific need the service proposes to address. Can you provide research or data findings that might help define the problem?

### Service Delivery Strategy

Explain the strategy, including staff and key activities, that will be used to address the problem stated above. As available, provide evidence that the strategy will be successful.

### Proposed Service Results

In addition to completing the Performance **template** below, please describe the results this service will deliver. Also describe the method for data collection (i.e. surveys) and tracking.

Performance Template **Download:** FY2021 CSG Performance Template.xlsx

Performance Template **Upload:**

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## 4. Program Narrative (7 Questions)

### Budget Proposal

In addition to completing the budget **template** below, please provide a description of how funds will be used to support the program.

Budget Template **Download:** FY2021 CSG Budget Template.xlsx

Budget Template **Upload:**

Choose File

### Collaborations and Partnerships

Please describe how the service will use collaboration or partnerships to achieve results.

### Peer References

Please provide up to three references from peer organizations. Only contact information for the organizations is necessary.

Select First



Mark as Complete

Save & Continue

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Forms (4)



Submit

You are about to submit your application, **ABC Charity**, to **Mecklenburg County**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

Review

Submit

APPLY  
<https://bit.ly/2JtwOil>  
(case sensitive)

# Templates



# Performance Template

## FY2021 Community Service Grant Proposed Performance Measures

Please list below your proposed **output** and **outcome** measures for this grant. You may add up to 3-4 output measures to the 2 that are already listed below and up to 3-4 outcome measures as well.

An **output** measure is a count of what is produced through your program (e.g. # of clients served, # lunches served, etc.). An **outcome** measure is the result of a program or service and describes impact. It is often expressed as a percentage or ratio (e.g. % of clients placed in jobs, % of children immunized by age 3, etc.).

Output Measures (Numbers)	Calculation Methodology*	FY18		FY19		FY20 YTD		FY21 Target
		Target	Actual	Target	Actual	Target	Actual	
Number of unduplicated individuals served by Mecklenburg County Community Service Grant	Count							
Number of unduplicated individuals served by other funding sources	Count							

Outcome Measures (Percentages)	Calculation Methodology*	FY18		FY19		FY20 YTD		FY21 Target
		Target	Actual	Target	Actual	Target	Actual	

\*Please use the Calculation Methodology column to share how you will use your data to calculate a result. The calculation methodology for most output measures will be a count. The calculation methodology for outcome measures should show how you arrive at the results included in your performance history and proposed target.

# Budget Template

PROPOSAL BUDGET SUMMARY								
Service Budget								
Organization:	FY 2019 Actual	FY 2020 Revised Budget	FY20 Budget		FY 2021 Total Budget	FY 2021 Funding Request to County	FY21 Budget	
Service Name:			minus FY19				minus FY20	
			Change	Percent			Change	Percent
AGENCY REVENUE								
Mecklenburg County			\$0			\$0	\$0	0.0%
City of Charlotte			\$0				\$0	0.0%
Federal/State			\$0				\$0	0.0%
United Way			\$0				\$0	0.0%
Private Foundations			\$0				\$0	0.0%
Memberships			\$0				\$0	0.0%
Other Grants			\$0				\$0	0.0%
Donations			\$0				\$0	0.0%
Fund Balance			\$0				\$0	0.0%
Miscellaneous Income			\$0				\$0	0.0%
Other Fees and Earned Income			\$0				\$0	0.0%
Total Revenue	\$0	\$0	\$0		\$0	\$0	\$0	0.0%
County Revenue as % of Total	0.0%	0.0%	0.0%	0.0%	0.0%	FY 2021 County Funded Expenses	0%	0.0%
SERVICE EXPENSES								
Salaries			\$0				\$0	0.0%
Fringe and Benefits			\$0				\$0	0.0%
Professional Fees			\$0				\$0	0.0%
Communications			\$0				\$0	0.0%
Rent & Utilities			\$0				\$0	0.0%
Communications			\$0				\$0	0.0%
Equipment Rental			\$0				\$0	0.0%
Maintenance			\$0				\$0	0.0%
Training & Related Expenses			\$0				\$0	0.0%
Staff Travel			\$0				\$0	0.0%
Fundraising & Admin Fees			\$0				\$0	0.0%
Postage			\$0				\$0	0.0%
Supplies			\$0				\$0	0.0%
Programming			\$0				\$0	0.0%
Other Expenses			\$0				\$0	0.0%
Other Expenses			\$0				\$0	0.0%
Total Expenses	\$0	\$0	\$0	0%	\$0	\$0	\$0	0.0%

# Questions